

ANTHONY ROBBINS' TIME & LIFE MANAGEMENT SYSTEM

# SUMMARY CARDS

THE TIME OF YOUR LIFE  
MORE TIME FOR WHAT REALLY MATTERS TO YOU

# O.P.A.

## AN OUTCOME-FOCUSED PURPOSE-DRIVEN ACTION PLAN

OPA IS A SIMPLE SYSTEM OF THINKING THAT CREATES  
EXTRAORDINARY RESULTS AND AN AMAZING LEVEL  
OF PERSONAL FULFILLMENT.

THE TIME OF YOUR LIFE • MORE TIME FOR WHAT REALLY MATTERS TO YOU

### *Welcome to The Time of Your Life: More Time For What Really Matters To You!*

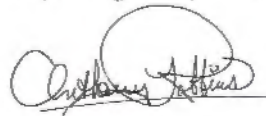
Welcome to *The Time of Your Life*—an opportunity to create more time for what really matters to you. To make it easy for you, I've made this program really simple to use: each day you'll listen to one tape or CD set, and do an assignment that will reinforce what you've learned and help you apply it to your own life. There's also a customized workbook, this set of summary cards and a video that I created especially for you.

These summary cards have been created as a quick and easy way for you to access your assignments *after* you've listened to the audio tapes or CDs. On most days your assignment will be as simple as answering four or five questions. You'll also find some of the diagrams I describe verbally on the tapes and

CDs. Keep in mind that this information is also available in your manual in much greater depth and detail, and accordingly, the manual is the primary resource to be used.

Again, welcome to *The Time of Your Life*, and enjoy the journey—I look forward to hearing about your results and the incredible quality of life you've created for yourself and all those you have the privilege to touch.

*Keep living with passion!*



Anthony Robbins  
Chairman of the Board

MAKE YOUR LIFE A MASTERPIECE:  
STEP BEYOND THE DEMANDS OF  
THE MOMENT AND BEGIN RIGHT  
NOW TO DESIGN AND LIVE THE  
LIFE YOU DESERVE.  
—ANTHONY ROBBINS

THE TIME OF YOUR LIFE · MORE TIME FOR WHAT REALLY MATTERS TO YOU

DAY 1

### THE POWER OF FOCUS

In today's complex world, we play multiple roles and want to excel at everything. We often believe "there's not enough time," but remember: **time is nothing but an emotion, a feeling.** How long something lasts is based on how we feel, and our feelings change by a change in perspective.

**Focus is the ultimate power** that can change the way we think, the way we feel, and what we do in any moment. When we change our focus, we change our lives. What we focus on determines the direction we will go.

**Real happiness comes from controlling your focus.** Those who fail to focus their time (their emotion) on the areas that really matter live in reaction to three things:

1. Anything that leads to pain
2. Anything that leads to immediate pleasure
3. Other people's demands

If you want to change your life, ask better questions. OPA is a process of thinking that provides more choices, leads to a sense of balance, and moves us toward what we really want—the things that are most important.

**The OPA Life Management System provides flexibility and freedom.** Have you ever checked off everything on your to-do list but still felt like you haven't really accomplished anything? With the OPA system, you don't need to do your whole to-do list: 20% of your actions will give you 80% of the results.

OPA's three questions will shape your thinking in a brand-new way, producing magnificent results and extraordinary levels of fulfillment.

1. What's my **outcome**? What do I really want?
2. What's my **purpose**? Why do I really want it?
3. What **specific actions** must I take to make this happen?

## DAY 1

*"Success without fulfillment is failure."* OPA is a practical way to turn dreams into reality and achieve true fulfillment.

### YOUR ASSIGNMENT

1 The first secret to creating a change is awareness, so let's find out what you're currently focusing on:

- What are some areas you focus on in life that don't really serve you? Are there some things you fear or don't want to experience but often find yourself thinking about anyway? Write down two or three things you often focus on that make you feel stressed or overwhelmed.

2 The way to get more time is to get rid of the unnecessary things that "steal" your time.

- What activities do you do on a regular basis that you really don't have to or that someone else could easily do for you? Write down one or two now. Then write down one or two things that you don't

have a sense of real purpose for, that don't give you 'juice,' or relate to an outcome or result you want, and yet you find yourself doing.

3 Now let's focus on what you do want (and later we'll create a plan to make it a reality).

- What's something you want to achieve, experience, learn, or master? Take a moment now to write down one or two specific outcomes or results you want for your life—things that if you were to achieve them would really 'juice' you.

4 This is the most important question!

- Write down why you must master this system called OPA Life Management. What are your reasons? What will it give you, your family, your friends? What will it eliminate? What kind of stress would disappear if you had a system like this? Write down what it will cost you if you don't take the time to master this system.

## DAY 2

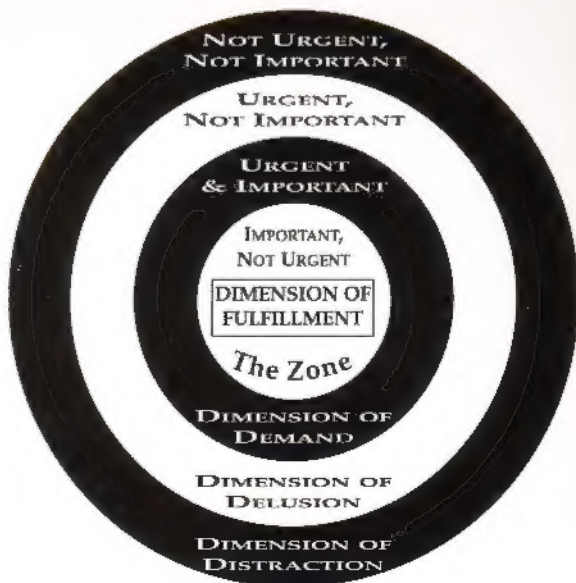
### TIME TARGETS

If you really had more time, what would you do with it? Take a minute now and jot down what you'd learn, achieve, or experience.

Now, answer this: **Where do you spend your time?** This is often a reality check!

First, look at the Time Target and write down the number of hours you spent in each dimension in the past week. Then estimate the percentage of time you spent in each.

People who experience lives of joy and fulfillment spend 40-70% of their time in **The Zone**. They've learned to leverage unnecessary tasks to others and utilize Pathways to Power to give them more time.



## DAY 2 THE CONTROL MODEL

By controlling our focus, developing awareness, and eliminating the belief that stress is a natural part of life, we can reduce the amount of time we spend in the outer dimensions. First, we must change our old beliefs about “urgency.” We must stop living in reaction to outside demands and realize that “urgent” is not the same as “important.”

*More time comes not from changing your schedule but by changing your level of fulfillment.* When you love what you’re doing, time disappears. Make sure you spend your time, emotion, and focus on what you can control: your state of mind and what things mean.



## DAY 2 YOUR ASSIGNMENT

- 1 Look at the outer ring of the Control Model. Make a list of the things you can't control or influence but continue to waste time on anyway.
- 2 Write down all the reasons why you know it's silly, ridiculous, stupid, and insane to spend time on the things you listed in #1.
- 3 Develop a new belief. Write a simple phrase that you're going to start using as an 'incantation.' For example: "This is a waste of my time, I'm not going to do it anymore," or "I've set a new standard for myself," or "I can't control that. Let me focus on what I can control."
- 4 How to create more time now.
  - A. Identify some activities that are not really important, but because of the sense of

- urgency you place on them, you spend time doing them. Or things that are not urgent or important, and yet they waste your time.
- B. Estimate how much time you spend each day or week on these items that don't really matter, or when items that you could leverage to someone else.
- C. Having found more time for your life by eliminating the activities listed in step A, make a list of the activities, projects, and areas you want to spend time on that would give you more fulfillment. Make the decision *right now* to spend a specific number of hours each week on those things that matter most to you. **You do have the time!**
- 5 Don't leave the site of setting a goal without taking the first step toward its attainment. Call somebody, get on the Internet, write a note or letter, or schedule a meeting, but do something to make sure one of those items on your list actually happens.

IMAGINATION UNLEASHED  
PROVIDES A SENSE OF CERTAINTY  
AND VISION THAT GOES FAR BEYOND  
THE LIMITATIONS OF THE PAST.  
—ANTHONY ROBBINS

THE TIME OF YOUR LIFE • MORE TIME FOR WHAT REALLY MATTERS TO YOU

## DAY 3

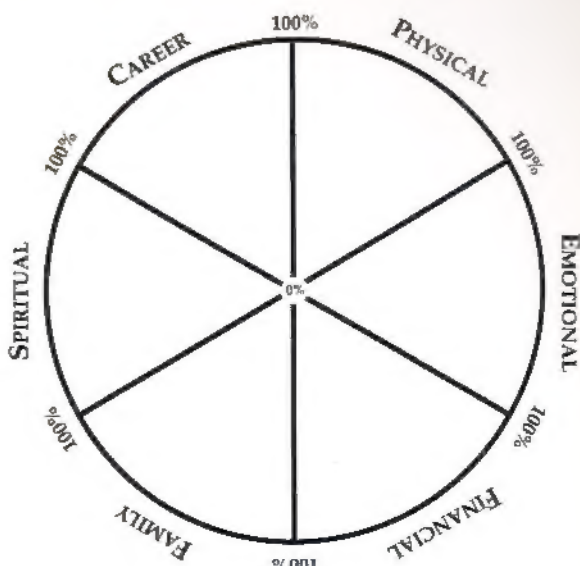
### THE WHEEL OF LIFE

Categories keep us out of overwhelm, allow us to manage better, and help us focus on all the important areas of our lives to create balance.

For each category on the Wheel, draw an arc that represents your current status. Ask yourself: "If 100% is where I really want to be, where am I now?"

Connect the six arcs to create a single shape—your Wheel of Life. (You may want to fill it in for added emphasis.) If this wheel were on your "car of life," how would it run?

Using your strongest (outermost) categories as a guide, draw a circle. This shows where your other categories need to be in order for your Wheel to be round.



## DAY 3

### THE POWER OF CATEGORIES

In our lives, we have two **Areas of Management: personal and professional.** Within each area, we have areas that we must continually focus on and constantly improve in order for the quality of our lives to improve. We call these areas **Categories of Improvement.** Then, within each **Category of Improvement,** we identify the results—the specific outcomes we really want. For example, if one **Category of Improvement** is your physical body, you have specific results you want to achieve, like weighing 175 pounds or having 15% body fat.

Ongoing inspiration comes from a vision that inspires, excites, and drives us. Categories are the targets, but roles provide the juice.

### YOUR ASSIGNMENT

**"LIFE IS COMPLEX. OUR GOAL IS TO MAKE IT SIMPLE." —ANTHONY ROBBINS**

The language you use to describe the roles of your life can immediately transform how you feel about them. It's one thing to be a 'Stockbroker' and another to be a 'Treasure Hunter.' Would you rather be a 'Spouse' or an 'Ultimate Lover?'

Use this principle to your advantage by identifying roles for the personal and professional categories you created during this session. Start with your **personal** life. As you look at each of your categories (physical, emotional, financial, etc.), list two or three roles that will cause you to want to spend time there. Then look at your **professional** life and do the same for those categories as well.

*Make your roles playful, fun, and juicy so you can't wait to spend your time there!*

## DAY 4

### THE POWER OF VISION

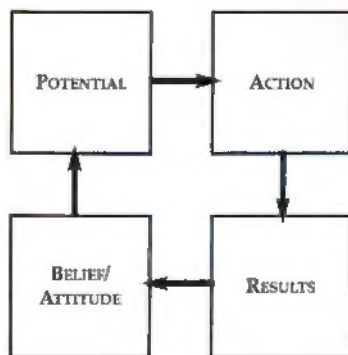
Successful people do the things that failures won't do. Successful people have passion, enthusiasm, and a vision.

**"Big visions move people."** If you want to succeed, the first step is to get a vision that's powerful enough to move you.

**Reasons comes first; answers come second.** When we believe we can make something happen, we'll find a strong enough reason and start noticing the resources we have. Remember, 80% of success is psychology; 20% is mechanics.

### THE SUCCESS CYCLE

Everyone is on a Success Cycle. Which direction are you going?



**Downward Cycle:** You believe you have limited potential so you only take a little bit of action, get limited results, and reinforce your belief. ("See, I knew I couldn't do it!")

**DAY 4**

THE SUCCESS CYCLE  
(CONTINUED)

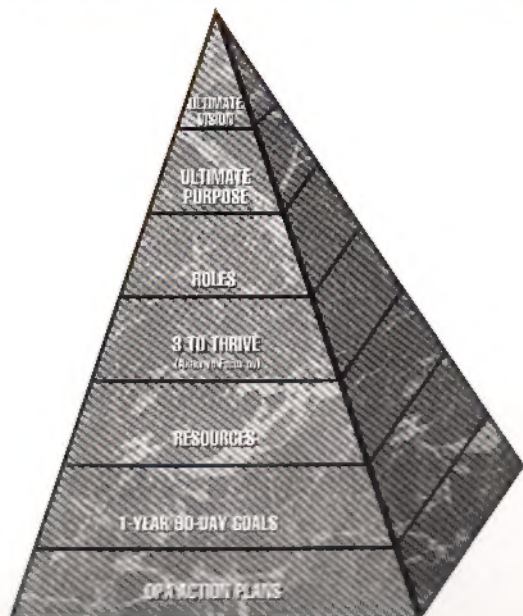
**Upward Cycle:** You believe beyond the shadow of a doubt that you can get the result you want. You may not know exactly how, but you believe the potential is there, so you tap into it with massive action and massive potential. You tend to get pretty outstanding results, reinforcing your belief. ("See, I knew I could do it!") Now you're even more inspired, you believe even more in your potential, you take even more action, and you get even greater results. The cycle continues!

**"Without a vision, people perish."** If you're in a downward cycle, a bigger vision will change your direction.

**Remember:**

1. See it as it is, not better or worse. Be honest.
2. See it the way you want it—create your vision.
3. Make it the way you want it.

MY VISION FOR SUCCESS  
MY MAGNIFICENT 7 FOR UNSTOPPABLE MOMENTUM



**DAY 4**

MY VISION FOR SUCCESS

**Ultimate Vision:** In this category, what's your ultimate outcome? Take the image and make it brighter, closer, bigger. Step into it and feel like you're that person right now. The more vividly you can feel, think about, or imagine it, the more real it becomes. You'll be pulled to it like a magnet.

**Ultimate Purpose:** Why do you want to feel, look, move this way? What will it give you to be this person? What is your ultimate purpose to go with this vision? Think about that. Feel it. How would you language your purpose?

**Roles:** Who will you be as this person? What roles will you play? What fun words describe who you are as this person?

**Resources:** What resources are available to help you realize your vision? Who can coach or mentor you? What books, tapes, or financial resources are available to help you?

**Three to Thrive:** Choose three areas within this category that you probably need to focus on most often to realize your vision.

**One-Year and 90-Day Goals:** Think of your one-year and 90-day goals for this category, making them very specific and measurable.

**We'll do the final step, Create Your Plan, in the following sessions.**



## DAY 4

### YOUR ASSIGNMENT

Identify your ultimate vision, purpose, resources, and goals. Use the tape or CD to guide you through the process and help you with the visualization. You can do this exercise in one of two ways:

- If you're the kind of person who likes to just go for it, do it all at once. You'll need a quiet place where you won't be interrupted for about 90 minutes.
- Or you can do two or three categories at a time over the course of three or four days.

Follow these three steps:

- 1 With your Categories of Improvement in front of you, get into a peak state.
- 2 For each category, close your eyes and visualize the six parts of the pyramid (see "My Vision for Success" in your workbook.)
- 3 Immediately capture your vision by writing it down.

## DAY 5

### THE POWER OF A CLEAR OUTCOME & PURPOSE

When you know your outcome, you never lose sight of your real target. If you know your purpose, you know the why—you have the power and passion to find your way to it. When you have a flexible action plan, you have unlimited choices on how to make it happen. That's the Power of OPA!

### THE POWER OF CHUNKING

We have the ability in our minds to take any experience in life and pull it apart into a million pieces or to tie it all together into one piece.

Learning how to group things together that are similar into one chunk of thought, or focus can keep us from feeling overwhelmed and give us

the power of synergy. Remember, most people are only able to focus on a limited number of things at one time. When most people are learning they tend to remember things that are grouped into threes. We tend to remember things as one, two, three, many!

#### CHUNKING

(chunk' ing), v., Grouping together information into ideally-sized pieces that can be used effectively to produce the results you want.

Look at your sample to-do list. A list of twelve items or more is more difficult to remember

- Go running
- Board meeting
- Update CEO
- Call wife
- Call daughter
- Meet with marketing director
- Prepare for stockholders meeting
- Pick up dry cleaning
- Take dog to vet
- Buy running shoes
- Lift weights
- Schedule massage

**DAY 5**

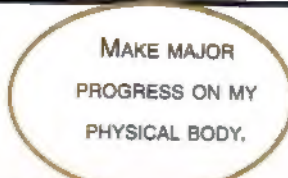
OPA IS A VISUAL  
"CHUNKING" DEVICE

With the OPA system, you can easily "chunk" your to-do list from twelve items into just three or four results or outcomes you're after, and create an OPA block: an outcome, a purpose, and a set of action items for each.

As you can see, four of the twelve action items can be grouped into one OPA block:

- Go running
- Board meeting
- Update CEO
- Call wife
- Call daughter
- Meet with marketing director
- Prepare for stockholders meeting
- Pick up dry cleaning
- Take dog to vet
- Buy running shoes
- Lift weights
- Schedule massage

All twelve of these items can easily fit into three or four outcomes. This is something your brain can easily remember.

OPA BLOCK		
ACTION	OUTCOME	PURPOSE
1. GO RUNNING 2. BUY RUNNING SHOES 3. LIFT WEIGHTS 4. SCHEDULE MASSAGE	 <p>MAKE MAJOR PROGRESS ON MY PHYSICAL BODY.</p>	TO RENEW THE ENERGY WITHIN ME; TO DEVELOP A SENSE OF INNER STRENGTH LIKE NEVER BEFORE; TO HAVE FUN!

**DAY 5**

OPA IS A VISUAL "CHUNKING" DEVICE  
(CONTINUED)

OPA is a visual chunking system. What that means is that it allows us to know specifically where to put information so we'll remember it. Remember when we said people have a hard time remembering more than three chunks of information at a time?

Now take a moment to give yourself a test. Look at the following group of letters for just 5 seconds, then cover them up, and write down as many as you can remember on a piece of paper:

QELBEUUARUQ

## DAY 5

*"Chunking helps you make sense out of chaos!"*

How did you do? If you were successful, you probably chunked it into three parts like: QEL • BEUU • ARUQ.

Or, if you had some experience, you may have been able to chunk it this way:

ALBUQUERQUE

Wouldn't it have been easier to remember the eleven letters on the last page in three chunks, or even in one? That's the power of chunking!

### CREATING AN OPA BLOCK

- 1 Decide which things relate to each other. Group them together under a single outcome.
- 2 Create an exciting purpose.
- 3 Enhance your action list by asking, "What else could I do to make major progress on this outcome?" Remember, OPA is about creating more options.

## DAY 5

### YOUR ASSIGNMENT

- 1 Jot down an event in your life where you had a *clear* outcome and purpose. Choose a time when you came up with a plan and even though the plan didn't work, you still got the outcome or the result you were after anyway because you were so clear about what you *really* wanted.
- 2 Think about an event in your life where you had *unclear* outcomes and an *unclear* purpose. Did you get frustrated and miss out on something in the end? Can you see the importance of having a clear outcome?
- 3 Think of something you fail to do on a regular basis. What's an area of your life in which you don't seem to be able to motivate yourself to follow through because you either make the task seem too big and overwhelming or you break it down into a million pieces that make it seem as though the job could never get done? Take a moment and jot down an example of this.
- 4 Is there something you find easy to do that other people find difficult? For instance, exercise or paperwork may come naturally to you. Think of something that seems to come easy to you because you think of it as only one or two steps.

DETERMINATION IS THE WAKE-UP  
CALL TO THE HUMAN WILL.

—ANTHONY ROBBINS

THE TIME OF YOUR LIFE — MORE TIME FOR WHAT REALLY MATTERS TO YOU

DAY 6

## THE FIVE MASTER STEPS FOR CREATING A PLAN

What's beautiful about OPA is that it allows us to consistently focus on what we want, why we want it (so the drive is there), and gives us a specific plan that is flexible. Many times when you pursue an outcome it takes a different action plan than your original, but this is critical because often when you've set a goal or an outcome and you begin to pursue your action plan, it doesn't pan out. You then have the opportunity to try a new plan in order to still get your result.

In order to create an outcome-focused, purpose-driven action plan there are **Five Master Steps**. They are

**Step 1: Capture**

Brainstorm your ideas, wants, and needs.

**Step 2: Create your Master Plan**

Begin chunking your action items by asking the three **OPA questions**.

1. What's my Outcome?
2. What's my Purpose?
3. What Actions must I take to achieve it?

**Step 3: Commit your time, resources, and responsibilities**

Number your outcomes based on the priority in which you want to do them.

**Step 4: Schedule**

Schedule those items which have a specific time and can't be moved, and schedule blocks of time to work on other outcomes.

**Step 5: Measure, manage, master, and celebrate**

If you want to make something better, measure it often. You can't manage something effectively unless you measure it.

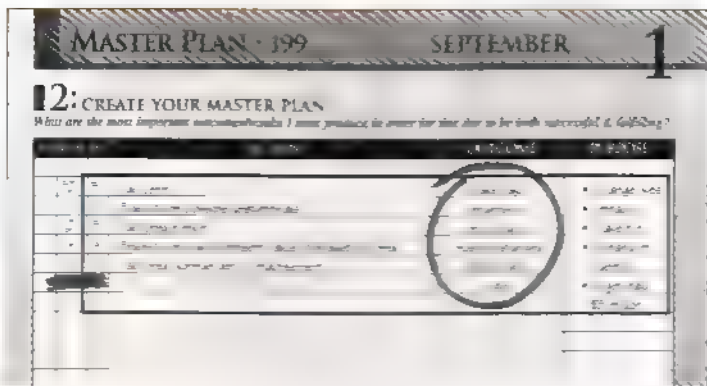
# DAY 6

## A DAY IN THE LIFE OF TONY ROBBINS

### CAPTURE

- Call Lenny
- Call my son, Josh
- Meet with my stockbroker
- Dinner with Becky
- Go running
- Meet with Sam
- Dictate a note to Peter Guber
- Lift weights
- Call Greg Renker

### OPA BLOCK



### YOUR ASSIGNMENT

Follow the Five Master Steps and plan a day! (see your manual for more detailed instructions)

# DAY 7

## THE POWER OF PROJECTS

Whether you manage a home, a corporation, or your own business, you must learn to master projects. Sometimes achieving an outcome is not as simple as one single OPA block. Rather, it requires that you complete a project—an ultimate outcome that requires many other outcomes to be achieved.

In managing projects, we use the Five Master Steps with a slight difference in the first two steps: rather than capturing our to-dos and creating a simple plan, we're going to first discover our ultimate outcome and the ultimate purpose of why we're going to make it happen. Once we know the big picture result we're after, then we begin to ask ourselves what major results, or 'must outcomes,' are necessary to complete in order to achieve the ultimate pur-

pose of the project. Next we'll create a plan for each one of these must outcomes—and guarantee the success of the project as a whole.

### Step 1: Ultimate Outcome, Ultimate Purpose

Write down your ultimate outcome and ultimate purpose, then start capturing your must outcomes. Be specific and remember that reasons come first, answers come second.

### Step 2: Create Your OPA plan

Use the Five Master Steps to create OPA blocks for each must outcome.

1. Capture
2. Create Your OPA Plan
3. Commit
4. Schedule
5. Measure, Master, Manage, and Celebrate

DAY 7

## THE POWER OF PROJECTS

STEP 1: ULTIMATE OUTCOME, ULTIMATE PURPOSE, "MUST" OUTCOMES

**OPA PROJECT PLAN** PROJECT \_\_\_\_\_

CATEGORY/ROLES \_\_\_\_\_ OUTCOME # \_\_\_\_\_ ACCOUNTABLE \_\_\_\_\_ DATE \_\_\_\_\_

IPV	DUR	PRJ	MUST OUTCOMES	ULTIMATE OUTCOME	ULTIMATE PURPOSE	
TR	30m		Make sure my son is in a program that is "best" and already aligned with the number one position	Assisting my son in selecting the ideal college	To make sure he gets the best possible education	
					To ensure he'll be in an environment that supports him, to make sure he has a lot of options, to make sure he enjoys himself	
BA	15m		Agree on my son's education preferences			
BA	15m		Assess my son's educational opportunities			

DAY 7

## THE POWER OF PROJECTS

STEP 2: CREATE YOUR OPA PLAN. EVERY "MUST" OUTCOME WILL BE TRANSFORMED INTO AN OPA BLOCK

**MASTER PLAN FOR PROJECT:** \_\_\_\_\_

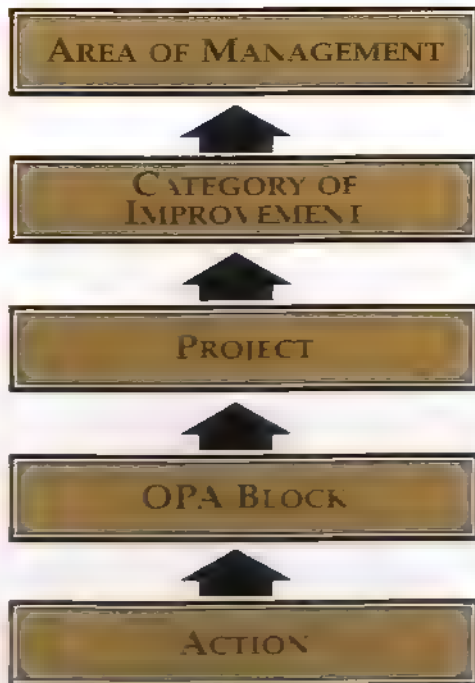
A Master Plan must be Outcome Focused & Purpose Driven.

CATEGORY/ROLES	OUTCOME #	ACCOUNTABLE	DATE
IPV/DUR/PRJ	ACTION	OUTCOME	PURPOSE
	Meet w/ my son re: his goals	Assist my son in selecting the ideal college	To make sure he gets the best possible education
	Go on Internet for research		To ensure he'll be in an environment that supports him, to make sure he has a lot of options, to make sure he enjoys himself
	Brainstorm questions for each school		
	Write to schools to get prospectus		

DAY 7

A SUMMARY OF THE FIVE LEVELS OF MANAGING YOUR LIFE

Our goal is to constantly simplify. The OPA system of thinking organizes even the most complex life or business into manageable chunks. Instead of a million action items, we can narrow our focus first to one of two areas, either personal or professional; then to one specific category in that area; then to one project, one OPA block, and finally down to the individual action items.



DAY 7

A SUMMARY OF THE FIVE LEVELS OF MANAGING YOUR LIFE (CONTINUED)

**Level 1. Action Items**

An action item is one simple, specific, measurable action that you can take today.

**Level 2. OPA Blocks**

OPA blocks require more than one action item to accomplish. Each OPA block has an outcome, a purpose, and an action plan. An OPA block might take a day, an hour, or a week to complete.

**Level 3. Projects**

Projects usually take more than a week or sometimes even months to accomplish and require more than one OPA block to achieve the result you're after.

**Mega Projects**

A project that has so many outcomes that it feels overwhelming might be a mega-project. When it gets that big, create a table of contents for your must outcomes. Combine outcomes that are related to each other into "key result areas."

**Level 4. Categories of Improvement**

Categories are the central components in making it easier to manage your life. They allow you to approach both challenges and opportunities one at a time. Categories don't go away; they're ongoing areas of either your business or professional life that require consistent focus and improvement. Each category has a vision and a goal; the goals become either projects or OPA blocks.

## DAY 7

### FIVE LEVELS OF MANAGING YOUR LIFE

CONTINUED

### PATHWAYS TO POWER

If a category contains so many projects that it feels overwhelming, you might need to create "key result areas" or chapter titles to help you manage it (see projects)

#### Level 5. Areas of Management

In most cases, you'll have two areas of management: personal and professional. If you're responsible for managing a division, a team or an entire company, you might want a third area of management.

In the beginning, this process might seem to take forever but that's just because you're learning something new. Once you've been doing it for a while, you'll get good at it and you'll start noticing similar patterns. Remember, **patterns are power**. The magic of OPA is that you'll be able to use all or parts of the plans you create again and again. You can also find someone who has produced a result you want and use their OPA as Pathways to Power for yourself.

See your manual for examples of Big Bad Dog's Physical Transformation and Neechie's Incredible Wedding.

## DAY 7

### YOUR ASSIGNMENT

- 1) It's moving day—time to **move in** to your OPA Life Planner! Use your monthly calendar only for specific events that must happen on a certain day at a certain time. Record addresses and phone numbers in your A-Z section.
- 2) Using either your software program or a project planner, **start planning a project**. Think of a project you really want to accomplish, maybe something important that you've been putting off because it seems too big.
  - 3) Identify your ultimate outcome. What's the ultimate result you want from this project? If you start thinking of to-dos,

that's okay; just write them in the capture section. But take the time to come up with a clear outcome.

- B) Ask yourself, "What's my ultimate purpose? What about this 'juices' me? What will it give my life to accomplish this? Why is this important to me?"
- C) Come up with a set of must outcomes.
- D) If you're really daring, do at least one OPA block!



IF YOU DON'T SET A BASELINE  
STANDARD FOR WHAT YOU'LL ACCEPT  
IN LIFE, YOU'LL FIND IT EASY TO  
SLIP INTO BEHAVIORS AND ATTITUDES  
OR A QUALITY OF LIFE THAT'S  
FAR BELOW WHAT YOU DESERVE.  
—ANTHONY ROBBINS

THE TIME OF YOUR LIFE • MORE TIME FOR WHAT REALLY MATTERS TO YOU

DAY 8

ULTIMATE VISION  
AND PURPOSE

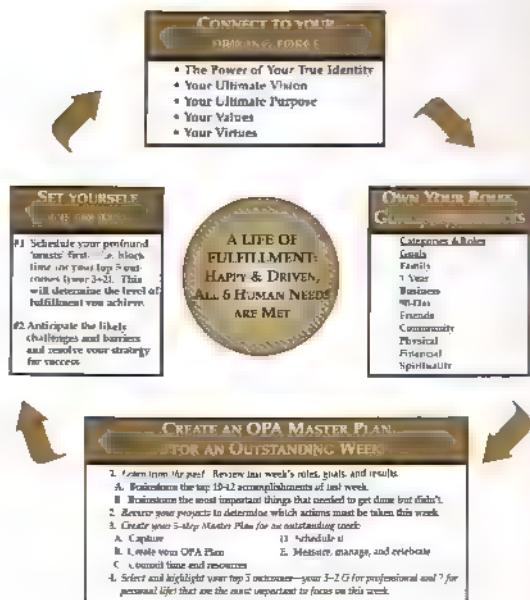
To have an extraordinary quality of life, we must develop an ultimate vision and purpose for our lives. Then we can work our way down to the specific actions that will make it happen.

Our *ultimate vision* is our driving force—who we want to become, what we want for our lives, what we want to stand for, how we want to be remembered, the ultimate outcome of all ultimate outcomes.

Our *ultimate purpose* tells why we want to do this, what our life is for, why we are here.

Finally, our *actions* are guided by our code of conduct, our values, our emotions, and a set of standards.

THE HOUR OF POWER  
CREATING A CYCLE OF FULFILLMENT WITH EXTRAORDINARY REWARDS



DAY 8

YOUR HOUR OF POWER: THE WEEKLY PLANNING PROCESS

When you plan your week:

- 1) Capture ideas in your weekly planning section as soon as you think of them. Keep at least four weekly planners in your binder.
- 2) Schedule a weekly *Hour of Power*. Choose the time that is best for you to do the four-stage planning process (e.g. Friday or Sunday afternoon). Lock it in, be consistent, and don't change it.

**Stage 1: Connect to Your Driving Force**

- Spend 5–10 minutes connecting to your ultimate vision, ultimate purpose, your identity, values, and virtues.

**Stage 2: Own Your Roles, Goals, and Resources**

- Spend 10 minutes getting associated to your Categories, Roles, and Goals.

**Stage 3: Create an OPA Master Plan for Your Week**

- Learn from the past—make a list of Magic Moments and the top 5–10 things you accomplished, achieved, or are proud of.
- Review your projects and note which ones you must work on this week.
- Create your weekly OPA plan by following the Five Master Steps (Capture, Create your OPA Plan, Commit, Schedule, and Celebrate).
- Identify the top 3–5 outcomes you must accomplish this week.

**Stage 4: Set Yourself Up to Win**

Schedule your profound musts, and anticipate challenges in advance.

DAY 8

• THE DRIVING FORCE OF YOUR LIFE • THE ULTIMATE VISION FOR YOUR LIFE •  
 • THE ULTIMATE PURPOSE FOR YOUR LIFE • YOUR CODE OF CONDUCT AND VIRTUES •



## DAY 8

### YOUR ASSIGNMENT

- 1) **Identify your Driving Force.** Put on some background music, get into a peak state of anticipation, and write a paragraph that describes your ultimate vision and your ultimate purpose. (You may want to use the tape or CD for this session as a guide.)

#### Ultimate vision questions:

- Who do I want to be?
- What do I want my life to stand for?
- What do I want from my life?
- What do I want to accomplish?
- Where do I want to go?
- What do I want to give?
- What do I want to create?

#### Ultimate purpose questions:

- Why do I want to do this?
- What's the purpose of my life?
- What's my mission?
- Why was I put here?
- Who do I want to be this kind of person?
- What will it give me?

- 2) Follow the four-stage process outlined in this session and plan a week.

## DAY 9

### THE POWER OF DECISIONS

Every decision carries consequences. When you associate to what decision making means to your life, you can begin to make effective decisions.

Everything you now have in your life is the result of the actions you have taken, but all of your actions have been fathered by decisions. Remember, "Success is the result of good judgment, good judgment is the result of experience, and experience is often the result of bad judgment."

*The only failure is failing to decide.*

If you want to get good at making decisions, make more of them. If you make the wrong ones, you'll learn more quickly and you can use what you've learned to make better decisions in the future.

We can't control events or other people but we do have the power to decide. We constantly make three decisions:

1. What to focus on.
2. What things are going to mean.
3. What to do.

### OOC/EMR

**Outcome.** What result are you after? If there's more than one, what's their order of priority?

**Options.** If you have one option, you have no choices. If you have two options, you have a dilemma. If you have three or more options, you have a choice.

**Consequences.** What are the upsides and downsides of each option?

**Evaluate.** Weigh the consequences.

**Mitigate.** What could you add or change to get rid of the downsides?

**Resolve.** Set yourself up to win no matter what.

## DAY 9

### OOC/EMR

(CONTINUED)

*Four rules for making decisions:*

1. All important or difficult decisions must be made on paper.
2. Be clear about what you want and why you want it.
3. Don't wait for absolute certainty. Make the best decision based on probability.
4. Clarify the order of importance of any outcomes you identify.

### PROBLEM SOLVER

If you're making a decision because of a problem, do the following four steps before doing OOC/EMR (the OPA software will walk you through this process in detail):

- ① Get resourceful.
  - a. Decide you're going to solve this. Decide to stop focusing on the problem and start focusing on the solution.
  - b. Get perspective from others who have successfully dealt with such a problem before.
  - c. Remember a tough time in your life when you pulled yourself through.
  - d. Believe that you're guided as long as you're doing something for the greater good, and that if you're committed, there is always a way.
- ② Define the current situation as factually as possible without "the story." Write it down. Stop calling it a problem.
- ③ Get a clear vision for what you really want and, again, write it down.
- ④ List the resources available to you and any constraints or limitations you might have.

## DAY 9

### YOUR ASSIGNMENT

Think of an important decision you want to make, maybe something to do with your business or your personal life.

If a problem is driving this decision, first do these four steps:

- ① Get resourceful.
- ② Write down the situation without emotion just so you can see it in front of you. Be as specific as possible.

- ③ Describe your ultimate vision.
- ④ List your available resources and any limitations or constraints.

**Then take yourself through the OOC/EMR decision making process:**

OUTCOME

OPTIONS

CONSEQUENCES

EVALUATE

MITIGATE

RESOLVE

IT CONCERNS US TO KNOW THE  
PURPOSE WE SEEK IN LIFE, FOR THEN,  
LIKE ARCHERS AIMING AT A DEFINITE  
MARK, WE SHALL BE MORE LIKELY TO  
ATTAIN WHAT WE WANT.  
—ARISTOTLE

THE TIME OF YOUR LIFE • MORE TIME FOR WHAT REALLY MATTERS TO YOU

DAY 10

## THE POWER OF OPA

Remember, OPA is not a planner or a piece of software. It's a way of thinking, a strategic way of attacking what's most important in your life and creating the results and fulfillment you're committed to. However, the paper product or software will cause you to create the habits of focus that will cause you to experience extraordinary levels of success and fulfillment.

### OPA LIFE PLANNER

#### *Section 1.*

Your Driving Force weekly planning materials: your ultimate vision and purpose, categories, and code of conduct.

#### *Section 2.*

Monthly calendar

#### *Section 3.*

Daily planners (1-31)

#### *Section 4.*

Weekly planners

#### *Section 5.*

Project planners

#### *Section 6.*

Journal notes

#### *Section 7.*

Communications (A-Z) planner

### OPA SOFTWARE

The software is similar to the paper product, and very easy to use.

- It includes daily, weekly, and project planners; a journal section; A-Z section; a CANI section; and a calendar.
- The software quickly and easily walks you through the Five Master Steps of planning.
- For more help, the software includes a manual. Customer service support, our Internet site, and our offices are also available to assist you.

DAY 10

THE EMOTIONAL FLOOD PROCESS

In order to be upset, you have to forget all the great things in your life and focus on the negative. The Emotional Flood process does just the opposite—use it to take control of your life and focus on the positive! (Use the tape or CD from this session to guide you through the process.)

- 1 Eliminate your old problems. Visualize blasting them out of your life!
- 2 Flood yourself with positive images and feelings, and the most enjoyable memories of your past, following the process on the tape.
- 3 Step into the future. See the images and feel the emotions you will experience when you finally achieve what you're after in life.

THE SIX HUMAN NEEDS

Decide how you're going to be each and every day. Think about the roles you're going to play in your life, the outcomes you're after, and your ultimate purpose.

When you live by this set of standards, when you utilize the OPA system for managing your life, you will live an extraordinary life, one that meets all of your Six Human Needs:

Certainty:

You can master your life and anything that happens.

Variety:

You've identified your target and know there are many ways to get it.

Significance:

You live life on your own terms.

DAY 10

THE SIX HUMAN NEEDS  
(CONTINUED)

Connection:

Your life is well organized, you have "more time," and you spend it in The Zone, doing what's most important to you.

Growth and Contribution:

You have more time for learning and giving to others.

YOUR ASSIGNMENT

- 1 Make your Code of Conduct. Write a list of emotions or states that you're committed to practicing every day.

A CODE OF CONDUCT

- Be fun
- Be loving
- Be grateful
- Be flexible
- Be disciplined
- Be healthy
- Be romantic
- Be happy
- Be an example of all the good that's possible in people's lives.
- Be playful
- Be nice
- Be focused
- Be passionate
- Be strong
- Be smart
- Be cheerful
- Be joyous

- 2 My personal challenge to you is this: Step up! Pick up that life planner and do whatever you haven't done in these last ten days. Sit down and create your life plan. Follow through and discover everything you're capable of. Review the last ten days, and do or finish any assignments or exercises you may have missed.

REMEMBER THE GIFTS YOU'VE BEEN GIVEN. YOU HAVE ALL THE TIME THERE IS.  
USE IT WELL. AND EACH DAY, REMEMBER TO *LIVE WITH PASSION!*

THE ANTHONY ROBBINS

C O M P A N I E S

RESOURCES FOR CREATING AN EXTRAORDINARY QUALITY OF LIFE

FOR INFORMATION ON ATTENDING ANTHONY ROBBINS' MORE TIME LIVE EVENTS,  
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